

APPENDIX KSTANDARDIZATION PROJECT JUSTIFICATION DETERMINATION

The Preparing or Adopting Activity shall make the following determinations, as applicable, before requesting approval of a standardization project from the LSA. Based on the responses, the LSA shall approve or disapprove the request. Suggested guidance for LSA action (depending on the response) is provided in parenthesis after select questions. The LSA should tailor these determinations to suit the FSG, the FSC, or the Standardization Area, and should include any other determinations that may be unique to a FSG, a FSC, or a standardization area, or part of the standardization program plan. The LSA shall keep a record of each standardization project justification determination.

A. Document number

(If the standardization document is new, no number is needed. The LSA should remind the Preparing Activity not to assign a document number until the project is completed and approved.)

B. Document titleC. Document FSG, FSC, or Standardization AreaD. Preparing Activity

(Only SMAS may be a Preparing Activity. Also only the recorded Preparing Activity for a document may change a document, unless the Preparing Activity has authorized an agent or issuance of an interim document by another WA.)

E. What is the need for the standardization document?

(Standardization documents should only be developed or maintained if there is a benefit to the Department of Defense. Subsection B.1. of Chapter 4 provides some of the reasons why a standardization document should be developed.)

F. Could another existing document be used as is or with minor modification?

(The DoDISS and SD-4 (references (n) and (w)) should be checked as a minimum for possible documents that could be used. Document

indexes from appropriate NGSBS should also be consulted. If an existing document could be modified, the Preparing Activity and the LSA should work together to determine the proper course of action. Some possibilities include: issuing an interim change to meet the immediate need; making the change in the contract; or if time permits, processing a formal change.)

G. Is the project for a new document; revision; amendment; change notice; cancellation notice; adoption notice; reinstatement notice; or inactive for new design notice?

H. Will the document be coordinated, limited coordinated, or interim?

(To ensure that standardization occurs across the Military Departments and the Defense Agencies, most standardization documents should be coordinated. A limited coordinated project should only be approved if it can be demonstrated that an item is unique to one Military Department or Defense Agency. If an urgent acquisition action is pending, the LSA may approve a project for an interim document to satisfy the immediate need, and issue a concurrent coordinated project number to address the long-term requirement.)

I. Custodians

J. Does the document cover a Product or Process that is commercial, modified commercial, or military unique?

(This is a key determination. Only projects to adopt NGSS or prepare CIDS should be approved for commercial products and processes. The LSA should exercise some flexibility. If the Preparing Activity is working with a NGSB to develop or revise a NGS but needs to update an existing Government document to support acquisition needs, the project request should be approved. For modified commercial projects, the Preparing Activity and the LSA should work together to address the short- and long-term solutions. Many NGSBS are willing to develop or revise NGSS to accept some Government requirements. If the modifications are not too extensive, a CID is another possibility. If the modifications are somewhat detailed, and a NGS or a CID is not a possibility, then a Federal specification or standard should be considered. If the modifications are extensive or military-unique, then a military specification or standard should be developed.)

K. Does document contain requirements that require the use of hazardous material or environmentally damaging materials?

(If the answer to the question is yes, then the LSA should ask additional questions to identify the hazardous or environmentally damaging materials and any efforts to eliminate or minimize them.)

L. Will document measurements be in metric?

M. Does the document implement any international standardization agreements such as NATO?

N. If document is a federal specification or standard, has the GSA (or the Department of Veterans Affairs for documents in FSG 65 or the Department of Agriculture for documents in FSG 89) authorized development or change?

(A standardization project shall not be approved for a Federal specification or standard if appropriate civilian Agency has not given approval.)

O. Will standardization project implement a task or support an objective in a standardization program plan?

(This question is only necessary if there is a standardization program plan for the FSG, FSC, or standardization area, and if there is a larger standardization objective in mind.)

P. Project schedule for initiation and completion